

## **Massachusetts Department of Environmental Protection**

Bureau of Resource Protection – Drinking Water Program

### **Water Quality Monitoring Reports**

#### ***Guidance for Bulk Uploading Water Quality Reports Online***

This guidance shows and describes most of the screens that you will be viewing while completing bulk upload of Water Quality Reports. Uploading and submitting the reports is quick and easy.

The following Water Quality Reports are currently available for bulk upload:

1. Asbestos	7. LCR	13. Secondary Contaminants
2. Bacteria	8. Nitrate	14. Sodium
3. Chlorine Dioxide	9. Nitrite	15. THM
4. Chlorite	10. PCE	16. VOC
5. HAA5	11. Radionuclides	
6. Inorganics	12. SOC	

More reports will be added shortly.

#### **Submitting your eDW Reports**

Use the following steps to register and submit your data sets for the Water Quality Monitoring Reports.

## Register

In order to make electronic submittals through eDEP each lab must file a Certificate of Proof and then logon and register as follows:

Log onto <http://www.mass.gov/dep> On the left hand side of the Screen select **eDEP Online**



## Account Information

Fill out the required information to set up your eDEP account.

After your Certificate of Proof has been reviewed and your registration confirmed you may start to submit your reports using eDEP.



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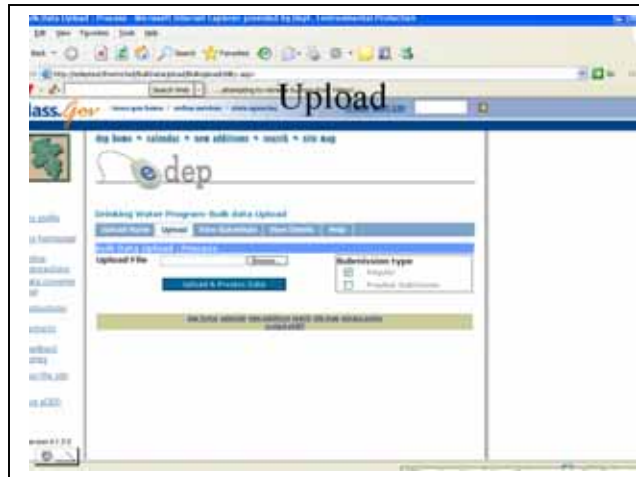
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#### Upload Files

Upload files by selecting **browse**. Files for upload must be in the text delimited format.

Then select **upload & process data**.

After you have submitted your files the number of incorrect, correct and total number of records will be shown under **Submission Result**.

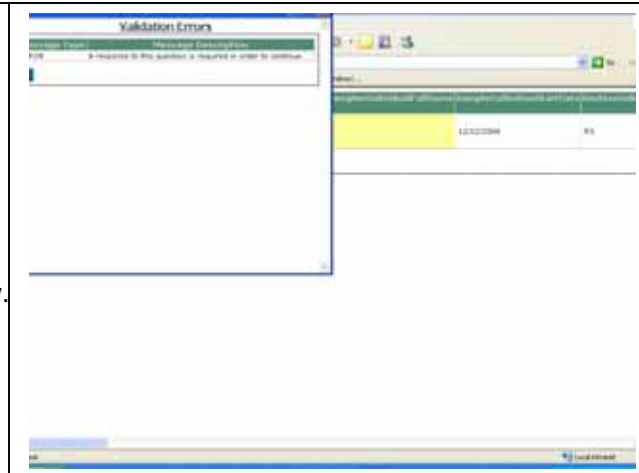


#### View Records

To view records before submitting them through eDEP select **view error report** or **view correct records**, whichever is appropriate.

Incorrect fields will be highlighted in yellow.

To make corrections to incorrect records, you will need to first make the corrections to the file and then **reupload** in order to process the file through eDEP.



Error Report

## Signature

After files have been successfully uploaded, the results must be signed before they are accepted through eDEP.

Selecting **next** will bring you to the signature page where you can sign your results now by selecting **sign & submit** or choose to save your upload by selecting **save & sign later**. Only laboratories who have registered through eDEP will be authorized to sign the signature page.

## Receipt

To print a receipt detailing the date and time your transaction was processed, select **print receipt**. You may also have an e-mail sent by eDEP as confirmation of your transaction by checking **Send Email confirmation to** and entering a valid email address.

## Sharing

Files may be shared between registered users **after** uploading or **after** the records have been processed and submitted through eDEP.

The sharing feature may be accessed through the **Bulk Data Upload Page** by clicking on **View Submittals**.

## View Submittals

By selecting **View Submittals** you will be able to see a summary of your submittals and check the status of your transaction.

After records are processed through eDEP, DEP drinking water staff will review each record and either **accept or reject** it. The status of the report can be reviewed under **View Submittals**.

If a record is rejected, a **Monitoring Rejection Report**

will be sent to the Public Water Supplier. The Public

Water Supplier will be responsible for ensuring that the corrected record(s) are resubmitted to DEP within 30 days.

